

## UPDATING UNIT ADDRESSES IN PIC

As an important first step in the survey administration process, PHAs are responsible for ensuring that PIH-REAC has correct unit address information for all public housing residents.

PIC stores these addresses in three fields:

- The building physical address in the PIC Development submodule for **Public Housing**.
- The tenant physical address in the PIC Form 50058 submodule for Section 8.
- The tenant mailing address in PIC Form 50058 for Section 8 and **Public Housing**.

For Public Housing Addresses (used by RASS):

1. Access PIC unit address information by logging into:  
<https://pic.hud.gov/PIC/Logon/userlogon.asp>
  - Put your cursor on the Housing Inventory module.
  - Click on the Development sub-module.
  - Go to the Reports tab and click on it.
  - In the line under the Reports tab should be the heading "RASS Report" (you may need to arrow over to the right to see the report). Then click on it.
  - Put a check in the box for each development code or a check in the box to select all.
  - Page down and click on the Generate Report button located on the right hand side of the page.
  - The report displays the physical address and a mailing address side-by-side.
2. NOTE: "Door Numbers" (which are different from Unit Numbers) should only be filled in for any unit in a multi-unit building (Elevator Structures and Walkups). Row houses, town homes, semi-detached and single-family units should NOT have a door number.
3. **PHYSICAL ADDRESS:** The address shown in the physical address column is the building address that was entered under the building tab in the development sub-module and a door number if entered in under the unit tab.
4. **MAILING ADDRESS:** The mailing address is information from the most recent Form 50058 that has been entered into PIC for each tenant
5. **Print the RASS Report.** This report displays the unit address and the mailing address (if provided) side-by-side.
  - a. If tenants use the physical address of the unit to receive mail, you should edit the appropriate building entrance address in the PIC development submodule if needed. When you are done, you (the PHA) must "submit" the revised data to the field office for concurrence. If it is a multi-unit building, include the door number.
  - b. If tenants use a "mailing address" (e.g. PO Box), then the mailing address must be submitted by uploading a Form 50058 with the correct mailing address in Line 5c via the PIC Form 50058 submission submodule. Line 5b in Form 50058 ("Is the mailing address the same as the unit address?") must be marked "No". Then submit the Form 50058 as you normally do. Ensure that the form is accepted--correct errors if needed.
  - c. The database will be updated the following morning.
6. **Check the Changes.** Reprint the RASS report the following morning and check your work. All addresses should be correct. If not, go back to step 5a.

7. **Certify in RASS.** Then go to the PIH-REAC RASS system to certify addresses by logging into: <http://www.hud.gov/reac/products/prodrass.cfm>
- Select "Online systems"
  - Select "Log in" located at top of page
  - Log in using your PHA User Name (begins with "M") and password.
  - Select the "Resident Assessment Subsystem" link.
  - Select the "Unit Address & Language" link.
  - Update language information for all projects, where appropriate.
  - Certify RASS language information and unit address information previously updated in PIC (Step 2 above)

Any units listed as “vacant” in PIC will be ignored by RASS. This means that units scheduled for demolition that are vacant in PIC will not receive a survey and will not be considered included in your certification.

Please note that you must update your unit address information in PIC **before** logging into RASS. Do not "certify" unit address information in RASS until you have updated your address information in PIC and checked that the changes are reflected in a new RASS Report (the next day).

**If you need additional assistance accessing the PIC system or in updating your addresses in PIC, contact PICHelp at 1-800-366-6827.**

If you need additional assistance using the RASS system, please access RASS User Manual on the RASS web page at [www.hud.gov/reac/products/prodrass.cfm](http://www.hud.gov/reac/products/prodrass.cfm) or contact the PIH-REAC Technical Assistance Center at 1-888-245-4860.